

CHAPTER 27 RENEW INSPECTION AUTHORIZATION

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance*: 3514

B. *Avionics*: 5514

3. OBJECTIVE. This chapter provides guidance for the renewal of Inspection Authorizations.

5. GENERAL

A. When the base of operation changes for an Inspection Authorization holder, the Flight Standards District Office (FSDO) for the area of the new base must be notified in writing before the holder can again exercise the privileges of the authorization.

B. The Inspection Authorization expires annually on March 31. An Inspection Authorization holder must continue to meet the requirements of FAR § 65.93 in order to retain the authorization.

7. RENEWAL OF INSPECTION AUTHORIZATION

A. Applicants for renewal may be required to comply with the following:

(1) Complete FAA Form 8610-1, Mechanic's Application for Inspection Authorization, in duplicate

(2) Show evidence of meeting the requirements of FAR § 65.93(a)

B. Meeting the requirements of FAR Section 65.93(a) does not mean that the applicant has to meet all five of the listed requirements. To be eligible for renewal of an inspection authorization for a one year period, the applicant must show evidence of having performed four annual inspections during the 360 day period prior to renewal date to be able to qualify for renewal. The same logic

applies for major repairs and alterations. However, the number of annual inspections, major repairs and alterations performed cannot be mixed simply because the FAR section does not provide for such combinations. The following chart demonstrates this system:

<u>1st 90</u>	<u>2nd 90</u>	<u>3rd 90</u>	<u>4th 90</u>
1 Ann	1 Ann	1 Ann	1 Ann or
2 MA	2 MR	2 MA	2 MR
0	4 Ann	0	0

The following chart demonstrates performing mixed annual inspections, major repairs, and alterations which is not permissible:

<u>1st 90</u>	<u>2nd 90</u>	<u>3rd 90</u>	<u>4th 90</u>
1 Ann	2 MR	1 Ann	2 MA

NOTE: An inspection program required under FAR 91.409(e) is not acceptable as activity. Partial inspections such as phases or events on more than one aircraft are not acceptable as activity. A progressive inspection is a complete inspection on one identified aircraft.

(1) Successful completion of an eight hour refresher course, acceptable to the Administrator, during the 12-month period preceding the renewal application

(a) The refresher course must contain subjects directly related to aircraft maintenance, inspection repairs, and alterations. It must not be used to promote a new or existing product.

(b) The instructional requirements of FAR § 65.93(a)(4) may be met by accumulating at least 8 hours of maintenance training. Each course or seminar must be at least one hour long and completed in the 12 month period between April 1 and March 31 prior to inspection authorization renewal.

(c) Each person who intends to use 8 hours of instruction to meet FAR § 65.93(a)(4) must provide proof of attendance for instruction received at the time of renewal. Acceptable proof of attendance consists of a certificate of training or similar document showing the name of the course, a description of the course content, time in hours, the date, location, and course instructor's name and affiliation.

(2) Passing of an oral test given by an Aviation Safety Inspector (ASI) to ensure that the applicant's knowledge of regulations and standards is current.

NOTE: An Inspection Authorization issued less than 90 days before the expiration date need not comply with FAR § 65.93(a)(1) through (5) for that quarter.

C. If the applicant applies for renewal at an office other than the jurisdictional office, the receiving office should withhold renewal until the applicant's activities can be verified.

D. When the applicant is employed by a repair station, credit for renewal activity can be claimed only for those aircraft that the authorization holder personally inspected. Evidence supporting the activity should be presented in addition to the signed application.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

- Knowledge of the regulatory requirements of FAR Parts 39, 43, and 65

B. *Coordination.* This task may require coordination with other Flight Standards District Offices (FSDOs).

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- Order 8300.10, Vol. 2, Ch. 26

B. Forms

- FAA Form 8310-5, Inspection Authorization
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization

C. *Job Aids.* None.

5. PROCEDURES

A. Ensure Applicant Meets Eligibility Requirements

B. Renew Inspection Authorization

(1) Enter the new expiration date and sign the reverse side of FAA Form 8310-5.

(2) Complete Item 14, "record of action" portion of FAA Form 8610-1 and forward the original of the form to AVN-460 in Oklahoma City while retaining the duplicate copy.

(3) Issue a new Inspection Authorization, FAA Form 8310-5, if the holder's form is soiled or worn, or the reverse side is completely filled out.

C. *Process Failure to Renew Inspection Authorization.* Update data in the Vital Information System at the FSDO level, which will delete the Inspection Authorization from the data bank.

7. TASK OUTCOMES.

A. *File PTRS Transmittal Form.*

B. *Process Change of Location.* Upon receipt of written notification, contact the previous supervising office and request the appropriate Inspection Authorization file. Visit the Inspection Authorization holder at the new base as soon as possible.

C. *Process Surrendered Authorization.* When the holder of an Inspection Authorization voluntarily surrenders it, accomplish the following:

- Destroy the Inspection Authorization, FAA Form 8310-5
- Attempt to obtain a statement in writing indicating that the surrender is voluntary
- Submit mailing list information as required

9. FUTURE ACTIVITIES. Routine surveillance.